




**INCORPORATED VILLAGE OF ISLANDIA**  
**1100 OLD NICHOLS RD, ISLANDIA, NEW YORK 11749**  
**(631) 348-1133 FAX (631) 348-7650** [www.newvillageofislandia.com](http://www.newvillageofislandia.com)

**RESIDENTIAL BUILDING PERMIT APPLICATION CHECKLIST**

**DOCUMENTS REQUIRED**

- \_\_\_\_\_ Permit Application – Must Be Signed and Notarized by Owner, Contractor and Plumber, as necessary. Submit all 3 copies.
  
- \_\_\_\_\_ Filing Fee as scheduled by the Village of Islandia. Additional filing fee for square footage, if required, due upon issuing permit
  
- \_\_\_\_\_ Copy of Deed or Title of Property and current Certificate of Occupancy
  
- \_\_\_\_\_ Most Recent Survey (3 Copies)
  
- \_\_\_\_\_ Signed and Sealed Architectural Plans (3 Sets), if necessary
  
- \_\_\_\_\_ GENERAL CONTRACTOR - Submit copy of license. Certificates for both General Liability (Combined Single Limit \$1,000,000) and Worker’s Compensation naming the Village as Certificate Holder and Additional Insured. List job location on certificate. §144-17
  
- \_\_\_\_\_ PLUMBING CONTRACTOR - Submit copy of Town of Islip or Suffolk County License. Certificates of Insurance for both General Liability (Combined Single Limit \$1,000,000) and Worker’s Compensation naming the Village as Certificate Holder and Additional Insured. List job location on certificate. §144-17
  
- \_\_\_\_\_ ELECTRICAL CONTRACTOR – Final inspection certificate required on all work by job location
  
- \_\_\_\_\_ Suffolk County Board of Health Approval – when required

  
**CALL VILLAGE INSPECTOR FOR EACH PHASE OF CONSTRUCTION**  
**GERALD PETERS, Building Inspector 631-348-1133**

**HOMEOWNERS:**

If a homeowner is doing the **Construction** work, an affidavit form for waiver of Worker’s Compensation must be signed and notarized, available in the Village office. Homeowner may draw to scale interior or exterior alterations or additions. For any **Plumbing** alterations or additions, a riser diagram must be submitted with Permit Application. **Electrical** work may be done without a permit as long as it is done in keeping with all code requirements.